

# **VRIS UPDATE**

## **OJT/OJE FORMS Effective 1/24/2008 Number 130**

### **SUMMARY OF UPDATES**

The following letters and form have been developed:

Employer Letters for:

- State OJE
- State OJT
- Private OJT
- Unpaid OJE
- Unpaid OJT
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An Evaluation Report for an OJE

### **VRIS POSTING**

The letters and form will be found under Case Service forms grouped with OJT/OJE documents. Links to the letters and forms will be found in the manual chapters, On-the-Job Training and On-the Job Evaluation.

### **FORMS REVISED**

The State OJE and OJT letters were revised. The other letters and evaluation form were referenced previously in the chapters but had not yet been completed.

### **TEAM COMMUNICATION**

Office Directors are to review with their team.

### **LEADERSHIP CONTACT**

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